

Catalog

Paul Mitchell The School Richland

71 Gage Boulevard
Richland, WA 99352
(509) 591-4979

E-mail: admissions@richland.paulmitchell.edu

Date of Publication: June 8, 2015

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

Director signature: _____

Emily Saldana



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MISSION STATEMENT

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

SCHOOL FACILITIES

Our programs offer the challenge of a stimulating and rewarding career. Paul Mitchell The School Richland is fully equipped to meet all the demands of modern hair, while at the same time providing a high-tech atmosphere and attitude for progressive personal development. The 10,958 square-foot facility includes a student lounge and lockers, client reception and work areas, management offices, private classrooms, workstations, and equipment.

SCHOOL FACULTY

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

ADMINISTRATION/OWNERSHIP

Katestar, LLC., dba Paul Mitchell The School Richland, is an independently owned and operated franchisee of Paul Mitchell Advanced Education, LLC.

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

Cosmetology: Standard Occupational Classification (SOC) 39-5012.00, Classification of Instructional Programs (CIP) Code 12.0401:

The curriculum involves 1600 hours to satisfy Washington 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 for an entry level cosmetologist.*

Cosmetology: Standard Occupational Classification (SOC) 39-5012.00, Classification of Instructional Programs (CIP) Code 12.0401:

The curriculum involves 1800 hours to satisfy Washington 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.

The state of Washington requires 1600-hours of education to become licensed as a cosmetologist; however, the school is approved by the state to offer a 1800-hour cosmetology course. With the additional 200 hours the students will be able to apply for Title IV funding. The additional course hours also include curriculum designed to help students better understand all aspects of starting and managing their own business, as well as offering additional practical experience to help prepare them to pass the state board exam.

**Students are prepared for an entry level cosmetologist.*

Barbering: Standard Occupational Classification (SOC 39-5011.00)**Classification of Instructional Program (CIP 12.0402)**

The curriculum involves 1100 hours to satisfy Washington state requirements. The course includes extensive instruction and practical experience in razor and scissor cutting, shaving, clipper variations, wet and thermal hairstyling, 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 barber.*

Esthetics: Standard Occupational Classification (SOC 39-5094.00) (CIP 12.0403):

The curriculum involves 750 hours to satisfy Washington state requirements. The course includes 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.

**Student's are prepared to be an entry level esthetician.*

Esthetics Plus: Standard Occupational Classification (SOC 39-5094.00) (CIP 12.0403):

The school is currently not offering this program at this time.

The curriculum involves 840 hours to satisfy Washington state requirements. The course includes 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.

The state of Washington requires 750-hours of education to become licensed as a esthetician; however, the school is approved by the state to offer a 840-hour esthetics plus course. With the additional 90 hours the students will be able to apply for Title IV funding. The additional course hours include curriculum in makeup application

**Student's are prepared to be an entry level esthetician.*

Manicuring: Standard Occupational Classification (SOC 39-5094.00) (CIP 12.0403):

The curriculum involves 600 hours to satisfy Illinois state requirements. The course includes instruction and practical experience in manicures, pedicures, massage, customer service, personal appearance & hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

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

Instructor Training: SOC 25-1194.00, CIP Code: 13.1399:

The curriculum involves 600 hours to satisfy Washington state requirements. The course educates prospective cosmetology/esthetics teachers to address the needs of students in the classroom and the clinic floor. Prospective teachers learn to utilize a system of forward-focused thinking and front-end coaching. By learning the methods of teaching cosmetology, the prospective teachers learn to engage students in the learning process and stimulate the discovery process with visuals, music, and/or hands-on activities.

Students are prepared for an entry level instructor.

PARKING

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

NONDISCRIMINATION

Paul Mitchell The School Richland, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director, Emily Saldana , in person or by calling 509-591-4979, or by mail at 71 Gage Boulevard, Richland, WA 99352 immediately so appropriate action can be taken.

ADMISSION REQUIREMENTS

Paul Mitchell The School Richland admits as regular students those who are high school graduates or holders of high school graduation equivalency certificates (GEDs). Paul Mitchell The School Richland 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 Richland.
- 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 Richland. This fee is not included in the cost of tuition.
- ❸ **Submit Two (2) Photos:** The photos should be a recent head and shoulder shot of the applicant.
- 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:** Copies of your high school diploma, high school transcripts**, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree, or GED, and passport, government-issued identification, driver's license or birth certificate are required. We are required to verify that your proof of education is comes from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school.
- ❼ **Instructor Program:** Students enrolled in the instructor training program must provide a copy of a valid and current Washington Cosmetology license.

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

Paul Mitchell The School Richland 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 Richland does not require a student to have immunizations / vaccinations to enroll in our school.

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

Paul Mitchell The School Richland does accept reentry students. *Please see the schools reentry policy for specific requirements.*

ACCEPTANCE

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

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Washington State Department of Licensing to deny licensure. The Washington State Department of Licensing 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 Richland is not responsible for students denied licensure.

ENROLLMENT INFORMATION

- ❶ **Enrollment periods:** Paul Mitchell The School Richland usually begins a new cosmetology class about every eight (8) weeks, depending upon space availability. Please refer to the Tuition and Registration Schedule supplement or contact Paul Mitchell The School Richland for exact starting dates.
- ❷ **Holidays and school closures:** Paul Mitchell The School Richland allows the following holidays off: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, December 24, 25, and 26, and one day per month for staff personal development.
- ❸ **Enrollment contract:** Paul Mitchell The School Richland 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.
- ❹ **Payment schedule:** Paul Mitchell The School Richland offers a variety of monthly financial payment schedules. See Paul Mitchell The School Richland's Admissions Leader or Financial Aid Leader for details.

EDUCATION GOALS

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

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

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 1600 hours

Tuition	\$16,500.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	2,900.00
Sales Tax	<u>249.40</u>
TOTAL COSTS	\$19,749.40

TUITION – Cosmetology 1800 hours

Tuition	\$16,884.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	2,900.00
Sales Tax	<u>249.40</u>
TOTAL COSTS	\$20,133.40

TUITION – Barbering 1100 hours

Tuition	\$7,500.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	1,600.00
Sales Tax	<u>137.60</u>
TOTAL COSTS	\$9,337.60

TUITION – Esthetics 750 hours

Tuition	\$8,625.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	1,200.00
Sales Tax	<u>103.20</u>
TOTAL COSTS	\$11,063.20

TUITION – Esthetics Plus 840 hours

Tuition	\$9,660.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	1,200.00
Sales Tax	<u>99.60</u>
TOTAL COSTS	\$8,455.60

TUITION – Manicuring 600 hours

Tuition	\$5,100.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	725.00
Sales Tax	<u>64.50</u>
TOTAL COSTS	\$5,989.50

TUITION – Instructor Training 600 hours

Tuition	\$2,974.00
Application Fee (nonrefundable)	100.00
Kit, Equipment, Textbook, Supplies (nonrefundable)	250.00
Sales Tax	<u>21.50</u>
TOTAL COSTS	\$3,345.50

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

Financial aid available to those who qualify.

2015 CLASS START DATES

Cosmetology 1600 and Cosmetology 1800 hours	
DAY SCHOOL:	Please see the school's Admissions Leader for specific start dates.
NIGHT SCHOOL:	Please see the school's Admissions Leader for specific start dates.
Barbering	
DAY AND NIGHT SCHOOL:	Please see the school's Admissions Leader for specific start dates.
Esthetics and Esthetics Plus	
DAY AND NIGHT SCHOOL:	Please see the school's Admissions Leader for specific start dates.
Manicuring	
DAY AND NIGHT SCHOOL:	Please see the school's Admissions Leader for specific start dates.
Instructor	
DAY AND NIGHT SCHOOL:	Please see the school's Admissions Leader for specific start dates.

CONSTITUTION DAY

Paul Mitchell The School Richland 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 Washington can be found at <http://www.dol.wa.gov>.

For information on Voter Registration and Election Dates for Federal Elections visit [www.eac.gov/voter resources](http://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 Richland.

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

REENTRY STUDENTS

- ❶ Previous hours will be credited to the students transcripts if paid for.
- ❷ Previous tuition payments will be credited to the students balance.
- ❸ Because tuition fees and costs are subject to change, reentering applicants will be contracted according to the current tuition costs and will be required to pay any additional fees, if applicable.
- ❹ Outstanding tuition, fees, and overtime expenses must be paid in advance or the student must make satisfactory arrangements with the Financial Aid Leader.
- ❺ 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 Richland 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 Richland **1600-hr Cosmetology** Program will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 1200 hours will be accepted for cosmetology students who transfer from another school; all transfer students must attend a minimum of 400 hours at Paul Mitchell The School Richland, to obtain the Paul Mitchell culture and educational program. All hours will be accepted if transferring from another Paul Mitchell school.

The cost for cosmetology transfer students is \$10.31 per hour attended at Paul Mitchell The School Richland; this does not include the cost of a complete and current Paul Mitchell student kit.

Paul Mitchell The School Richland **1800-hr Cosmetology** Program will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 1400 hours will be accepted for cosmetology students who transfer from another school; all transfer students must attend a minimum of 400 hours at Paul Mitchell The School Richland, to obtain the Paul Mitchell culture and educational program. All hours will be accepted if transferring from another Paul Mitchell school.

The cost for cosmetology transfer students is \$9.38 per hour attended at Paul Mitchell The School Richland; this does not include the cost of a complete and current Paul Mitchell student kit.

Paul Mitchell The School Richland **Barbering** will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 700 hours for barber stylist students who transfer from another school; all transfer students must attend a minimum of 400 hours at Paul Mitchell The School Richland, to obtain the Paul Mitchell culture and educational program. All hours will be accepted if transferring from another Paul Mitchell school.

The cost for barber stylist transfer students is \$6.82 per hour to attend Paul Mitchell The School Richland; this does not include the cost of a complete and current Paul Mitchell student kit.

Paul Mitchell The School Richland **Esthetics** program will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 350 hours will be accepted for nail technology students who transfer from another school; all transfer students must attend a minimum of 400 hours at Paul Mitchell The School Richland, to obtain the Paul Mitchell culture and educational program. All hours will be accepted if transferring from another Paul Mitchell school.

The cost for esthetics transfer students is \$11.52 per hour attended at Paul Mitchell The School Richland; this does not include the cost of a complete and current Paul Mitchell student kit.

Paul Mitchell The School Richland **Esthetics Plus** program will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 440 hours will be accepted for nail technology students who transfer from another school; all transfer students must attend a minimum of 400 hours at Paul Mitchell The School Richland, to obtain the Paul Mitchell culture and educational program. All hours will be accepted if transferring from another Paul Mitchell school.

The cost for esthetics transfer students is \$8.40 per hour attended at Paul Mitchell The School Richland; this does not include the cost of a complete and current Paul Mitchell student kit.

Paul Mitchell The School Richland **Manicuring** program will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 200 hours will be accepted for nail technology students who transfer from another school; all transfer students must attend a minimum of 400 hours at Paul Mitchell The School Richland, to obtain the Paul Mitchell culture and educational program. All hours will be accepted if transferring from another Paul Mitchell school.

The cost for nail technology transfer students is \$8.50 per hour attended at Paul Mitchell The School Richland; this does not include the cost of a complete and current Paul Mitchell student kit.

Paul Mitchell The School Richland **Instructor Training** program will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material. A maximum of 200 hours will be accepted for nail technology students who transfer from another school; all transfer students must attend a minimum of 400 hours at Paul Mitchell The School Richland, to obtain the Paul Mitchell culture and educational program. All hours will be accepted if transferring from another Paul Mitchell school.

The cost for nail technology transfer students is \$4.96 per hour attended at Paul Mitchell The School Richland; this does not include the cost of a complete and current Paul Mitchell student kit.

TERMINATION POLICY

Paul Mitchell The School Richland 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. *VA students are not required to pay the \$100.00 termination fee.*

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1600 clock hours

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

- ① **Pre-clinical Classroom Instruction:** The first 210 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ② **Clinic Learning Experience:** The remaining 1390 hours are spent in the clinic area where practical experience is gained.

COSMETOLOGY COURSE OUTLINE

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

- ① **Core Curriculum:** A 210-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.
- ② **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing you for the clinic experience.
- ③ **Clinic Learning Experience:** Your clinic time from 280 to 1600 hours will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and periodic tests developed specifically for this monitoring progress. This is when you begin working on paying clients in the clinic floor area.
- ④ **Classroom Learning Experience:** Your classroom time from 280 to 1600 hours is divided into five (5) areas: cutting, coloring, texture, makeup, and nails. Each area has a specialist in the field who conducts the different elective classes once a week; these may include guest artists, retail, motivation, self-improvement, nail artistry, makeup, etc.
- ⑤ **Adaptive Curriculum:** From 280 to 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.
- ⑥ **Creative Curriculum:** You will spend your last 800 hours at Paul Mitchell The School Richland in "high gear" by dressing, acting, and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future salon career.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1800 clock hours

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

- ① **Pre-clinical Classroom Instruction:** The first 210 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ② **Clinic Learning Experience:** The remaining 1590 hours are spent in the clinic area where practical experience is gained.

COSMETOLOGY COURSE OUTLINE

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

- ① **Core Curriculum:** A 210-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, coloring, permanent waving, and chemical texture services.
- ② **Protégé Learning Experience:** Your experience as a Protégé produces a smooth transition from Core student to Adaptive student. You spend 70 hours as a Protégé preparing you for the clinic experience.
- ③ **Clinic Learning Experience:** Your clinic time from 280 to 1800 hours will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and periodic tests developed specifically for this monitoring progress. This is when you begin working on paying clients in the clinic floor area.
- ④ **Classroom Learning Experience:** Your classroom time from 280 to 1800 hours is divided into five (5) areas: cutting, coloring, texture, makeup, and nails. Each area has a specialist in the field who conducts the different elective classes once a week; these may include guest artists, retail, motivation, self-improvement, nail artistry, makeup, etc.
- ⑤ **Adaptive Curriculum:** From 280 to 900 hours you will enter a new phase of elective classroom workshops coupled with challenging practical services designed to continue building you into a confident designer.
- ⑥ **Creative Curriculum:** You will spend your last 900 hours at Paul Mitchell The School Richland in "high gear" by dressing, acting, and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future salon career.

BARBER COURSE OVERVIEW

Course Hours: 1100 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 Learning Experience:** The remaining 890 hours are spent in the clinic area where practical experience is gained.

BARBER COURSE OUTLINE

Your time at Paul Mitchell The School Richland 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 experience.
- ❸ **Clinic Learning Experience:** Your clinic time from 280 to 1100 hours will be guided with individual attention and group learning experiences using workshops, monthly worksheets, and periodic tests developed specifically for this monitoring progress. This is when you begin working on paying clients in the clinic floor area.
- ❹ **Classroom Learning Experience:** Your classroom time from 280 to 1100 hours is divided into four (4) areas: cutting, coloring, texture, and men's grooming. Each area has a specialist in the field who conducts the different elective classes once a week; these may include guest artists, retail, motivation, self-improvement, nail artistry, makeup, etc.
- ❺ **Adaptive Curriculum:** From 280 to 550 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 550 hours at Paul Mitchell The School Richland in "high gear" by dressing, acting, and working like a true professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future salon career.

ESTHETICS COURSE OVERVIEW

Course Hours: 750 clock hours

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

- ① **Pre-clinical Classroom Instruction:** The first 190 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- ② **Clinic Learning Experience:** The remaining 560 hours are spent in the clinic area where practical experience is gained.

ESTHETICS COURSE OUTLINE

Your time at Paul Mitchell The School Richland for the cosmetology program will be divided into four designations:

- ① **Core Curriculum:** This 190-hour time period is dedicated to exploring foundational knowledge and basic esthetics facial, hair removal, and makeup procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- ② **Clinic Learning Experience:** You will enter a new phase of elective classroom workshops coupled with challenging practical services that will continue to build you into a confident skin care therapist.
- ③ **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.
- ④ **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 Richland Learning Leaders, to prepare for your future salon and spa career.

ESTHETICS PLUS COURSE OVERVIEW

Course Hours: 840 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 Learning Experience:** The remaining 650 hours are spent in the clinic area where practical experience is gained.

ESTHETICS PLUS COURSE OUTLINE

Your time at Paul Mitchell The School Richland for the cosmetology program will be divided into four designations:

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

MANICURING COURSE OVERVIEW

Course Hours: 600 clock hours

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

- ① **Pre-clinical Classroom Instruction:** The first 140 hours are devoted to classroom workshops, demonstration, and practical experience. You will learn nail principles, technical information, and professional practices.
- ② **Clinic Learning Experience:** The remaining 460 hours are spent in the clinic area, gaining practical experience.

MANICURING COURSE OUTLINE

Your time at Paul Mitchell The School Richland for the manicuring program will be divided into three (3) designations:

- ① **Core Curriculum:** This 140-hour time period is dedicated to exploring foundational knowledge and basic nails procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- ② **Mentor Learning Experience:** Your remaining 460 hours will be spent in a clinic environment. You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

INSTRUCTOR TRAINING COURSE OVERVIEW

Course Hours: 600 clock hours

The student instructor training course is divided into three designations: Observation Theory, Psychology and Methodology, and Student Teaching.

INSTRUCTOR TRAINING COURSE OUTLINE

Your time in the Paul Mitchell The School Richland student instructor training course will be divided into three designations:

- ① **Observation Theory:** this section focuses on learning by observing classroom and clinic floor instruction.
- ② **Psychology and Methodology:** These classes focus on the theory of teaching, using *Milady's Master Educator* textbook, including weekly tests.
- ③ **Student Teaching:** You will learn to write lesson plans and do actual teaching from your lesson plans. There will be a practical teaching evaluation of your teaching skills.

STATE OF WASHINGTON REQUIREMENTS

Cosmetology 1600 hours

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

Subject	Practical Application	Theory Hours
1. Theory		160
2. Shampooing, including draping, brushing, scalp manipulations, conditioning, and rinsing	20	20
3. Hair cutting and trimming, including scissor, razor, thinning shears, and clippers	80	150
4. Hair styling, including wet, dry, and thermal styling; braiding; and styling aids	240	100
5. Hair and scalp analysis and treatment	10	10
6. Manicuring and pedicuring: at least 100 hours of skill in the application of manicuring and pedicuring	20	100
7. Artificial hair, including extensions and fittings	5	15
8. Esthetics: at least 100 hours of skills in the application of esthetics services	20	100
9. Temporary hair removal: Cutting and trimming of facial hair, including beard and mustache design and eyebrow, ear, and nose hair trimming	30	10
10. Chemical relaxing, including sectioning, strand test, and relaxer application	25	30
11. Sanitation, including disinfecting the work station, equipment, and tools, and proper storage of linens	10	5
12. Permanent waving, including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, and neutralizing	50	140
13. Hair coloring and bleaching, including predisposition test and strand test, and measurement, mixing, application, and removal of chemicals	80	140
14. First aid as it relates to cosmetology, barbering, manicuring, and esthetic application	0	5
15. Safety, including proper use and storage of chemicals, implements and electrical appliances	0	5
16. Diseases and disorders of the scalp, hair, and nails	0	5
17. Additional hours	10	5
TOTAL HOURS	600	840

In addition to the state requirements listed above, Paul Mitchell The School Richland provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. *NOTE: No more than 25% of skills training can be done on mannequins.*

**Milady Theory Hours of 160 hours are not included in the total hours.*

Cosmetology 1800 hours

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

Subject	Practical Application	Theory Hours
1. Theory		180
2. Shampooing, including draping, brushing, scalp manipulations, conditioning, and rinsing	20	20
3. Hair cutting and trimming, including scissor, razor, thinning shears, and clippers	80	150
4. Hair styling, including wet, dry, and thermal styling; braiding; and styling aids	240	100
5. Hair and scalp analysis and treatment	10	10
6. Manicuring and pedicuring: at least 100 hours of skill in the application of manicuring and pedicuring	20	100
7. Artificial hair, including extensions and fittings	5	15
8. Esthetics: at least 100 hours of skills in the application of esthetics services	20	100
9. Temporary hair removal: Cutting and trimming of facial hair, including beard and mustache design and eyebrow, ear, and nose hair trimming	30	10
10. Chemical relaxing, including sectioning, strand test, and relaxer application	25	30
11. Sanitation, including disinfecting the work station, equipment, and tools, and proper storage of linens	10	5
12. Permanent waving, including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, and neutralizing	50	140
13. Hair coloring and bleaching, including predisposition test and strand test, and measurement, mixing, application, and removal of chemicals	80	140
14. First aid as it relates to cosmetology, barbering, manicuring, and esthetic application	0	5
15. Safety, including proper use and storage of chemicals, implements and electrical appliances	0	5
16. Diseases and disorders of the scalp, hair, and nails	0	5
17. Additional hours	190	5
TOTAL HOURS	780	840

In addition to the state requirements listed above, Paul Mitchell The School Richland provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.

NOTE: No more than 25% of skills training can be done on mannequins.

**Milady Theory Hours of 180 hours are not included in the total hours.*

Barbering 1100 hours

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

Subject	Practical Application	Theory Hours
1. Theory		110
2. Theory of the practice of barbering services and business practices		30
3. Shampooing, including draping, brushing, scalp manipulations, conditioning, and rinsing	75	25
4. Scalp and hair analysis	15	10
5. Hair cutting and trimming, including scissor, razor, thinning shears, and clippers	130	205
6. Hair styling, wet, dry, and thermal styling; and styling aids	125	75
7. Cutting and trimming of facial hair, including beard and mustache design and eyebrow, ear, and nose hair trimming.	50	50
8. Artificial hair	35	40
9. Sanitation and disinfecting of individual work station, individual equipment and tools and proper use and storage of linens	10	40
10. Diseases and Disorders of the scalp, and hair		25
11. Safety including proper use of implements and electrical appliances		25
12. First Aid as it relates to barbering		25
TOTAL HOURS	440	550

In addition to the state requirements listed above, Paul Mitchell The School Richland provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. *NOTE:* No more than 25% of skills training can be done on mannequins.

**Milady Theory Hours of 110 hours are not included in the Total Hours.*

Esthetics 750 hours

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

Subject	Practical Application	Theory Hours
1. Theory		75
2. Skin care of the face, neck and hands	50	45
3. Facials	160	125
4. Temporary Hair Removal	100	25
5. Diseases and Disorders of the skin of the face, neck, and hands	10	60
6. Sanitation, including disinfecting the work station, equipment, and tools, and proper storage of linens	50	20
7. First aid as it relates to esthetic application		30
TOTAL HOURS	370	305

In addition to the state requirements listed above, Paul Mitchell The School Richland provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. *NOTE: No more than 25% of skills training can be done on mannequins.*

**Milady Theory Hours of 75 hours are not included in the Total Hours.*

Esthetics Plus 840 hours

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

Subject	Practical Application	Theory Hours
1. Theory		84
2. Skin care of the face, neck and hands	50	45
3. Facials	160	125
4. Temporary Hair Removal	100	25
5. Diseases and Disorders of the skin of the face, neck, and hands	10	60
6. Sanitation, including disinfecting the work station, equipment, and tools, and proper storage of linens	50	20
7. First aid as it relates to esthetic application		30
8. Makeup application	50	31
TOTAL HOURS	420	336

In addition to the state requirements listed above, Paul Mitchell The School Richland provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. *NOTE: No more than 25% of skills training can be done on mannequins.*

**Milady Theory Hours of 84 hours are not included in the Total Hours.*

Manicuring 600 hours

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

Subject	Practical Application	Theory Hours
1. Theory		60
2. Artificial Nails preparation, application, finish and removal of silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting.	150	75
3. Nail Shaping to include cleaning, shaping, and polishing of the hands and feet	100	90
4. Safety, including proper use and storage of chemicals, implements and electrical appliances		25
5. Sanitation, including disinfecting the work station, equipment, and tools, and proper storage of linens	20	30
6. First aid as it relates to cosmetology, barbering, manicuring, and esthetic application		25
7. Diseases and disorders of the nails of the hand and feet		25
TOTAL HOURS	270	270

In addition to the state requirements listed above, Paul Mitchell The School Richland provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards. *NOTE:* No more than 25% of skills training can be done on mannequins.

**Milady Theory Hours of 60 hours are not included in the Total Hours.*

Instructor Training 600 hours

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

Subject	Theory Hours
1. Choise of Teaching Methods: Understanding various teaching methods, including lecture, small group and individual instruction	25
2. Classroom Setup: Utilizing effective classroom configuration to maximize participation, control and line of sight for multimedia	25
3. Topic/Subject Matter: Lesson Planning	25
4. Student Assignments: Designing and preparing student learning activities to enhance subject matter	25
5. Materials and Supplies: Using multimedia tools, including display boards, overhead, video, powerpoint, 3D models	25
6. Record Keeping: Grading assignments, maintaing records of assignments, entering grades	25
7. Lecture Techniques: Presentation of lecture for small group and large class sizes	50
8. Demonstrations: Performing technical, hands-on demonstrations in a student learning enviornment	75
9. Questions and Answers: Stimulating conversation, mediating disagreement, designing effective questions to elicit class participation	50
10. Project Methods: Designing learning projects and classroom activities to enhance suject matter	25
11. Discussion: Involving students in classroom discussions effectively	25
12. Clinic Floor Supervision: Checking student work, dispensary and freon desk supervision, time clock monitoring	100
13. Classroom Management: Control of the classroom enhance subject matter	25
14. Client Relations: Dealing with clients as customers and as a learning opportunity for students, representing the school to the public	25
15. Written and Practical Assignments: Understanding required standards for written assignments and step-by-step practical grading of services preformed	50
16. Communication Skills: Respecting learners, understanding the difference in communication styles for diffrent age groups	25
TOTAL HOURS	600

In addition to the state requirements listed above, Paul Mitchell The School Richland provides training in the areas of communication skills and professional ethics.

COSMETOLOGY 1600-HOUR PROGRAM: TESTING AND GRADING PROCEDURE

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

- ❶ **Weekly theory exams:** Students must receive a grade of 70% or higher on each weekly theory exam.
- ❷ **210-hour orientation practical skills evaluation test:** Students must receive a grade of 70% or higher.
- ❸ **Final exam 1 (800-hour written test):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 70% or higher on all final exams.
- ❹ **Final exam 2 (1400-hour written test):** The written exam covers an overview of all theory instruction, Washington state law, and other items covered on the state cosmetology exam. Students must receive a grade of 70% or higher on all final exams.
- ❺ **Monthly clinic practical worksheets:** Students must complete all monthly clinic practical worksheets.

COSMETOLOGY 1800-HOUR PROGRAM: TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1800-hour course:

- ❶ **Weekly theory exams:** Students must receive a grade of 70% or higher on each weekly theory exam.
- ❷ **210-hour orientation practical skills evaluation test:** Students must receive a grade of 70% or higher.
- ❸ **Final exam 1 (900-hour written test):** This test covers an overview of all related cosmetology subjects (e.g., anatomy, chemistry, etc.). Students must receive a grade of 70% or higher on all final exams.
- ❹ **Final exam 2 (1600-hour written test):** The written exam covers an overview of all theory instruction, Washington state law, and other items covered on the state cosmetology exam. Students must receive a grade of 70% or higher on all final exams.
- ❺ **Monthly clinic practical worksheets:** Students must complete all monthly clinic practical worksheets.

BARBERING PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are incorporated during the student's 1100-hour course:

- ❶ **Weekly theory exams:** Students must receive a grade of 70% or higher on each weekly theory exam.
- ❷ **210-hour orientation practical skills evaluation test:** Students must receive a grade of 70% or higher.
- ❸ **Final exam 1 (600-hour written test):** This test covers an overview of all related barbering subjects (e.g., anatomy, chemistry, etc.), theory instruction, Washington state law and other items covered on the state barber exam. Students must receive a grade of 70% or higher on all final exams.
- ❹ **Monthly clinic practical worksheets:** Students must complete all clinic practical worksheets.

ESTHETICS AND ESTHETICS PLUS PROGRAM TESTING AND GRADING PROCEDURE

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

- ① **Weekly theory exams:** Student must receive a grade of 70% or higher on each weekly theory exam.
- ② **Midterm written and practical:** Students must receive a grade of 70% or higher on all final exams.
- ③ **Final written and practical:** The written test covers an overview of all theory instruction, Washington state law, and other items covered on the state esthetics exam. Students must receive a grade of 70% or higher on all final exams.
- ④ **Monthly clinic practical worksheets:** Students must complete all monthly clinic practical worksheets.

MANICURING PROGRAM TESTING AND GRADING PROCEDURE

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

- ① **Weekly theory exams:** Students must receive a grade of 70% or higher on each theory exam.
- ② **Final Exam:** Students must receive a grade of 70% or higher on their final exam.
- ③ **Monthly clinic practical worksheets:** Students must complete all clinic practical worksheets.

INSTRUCTOR PROGRAM TESTING AND GRADING PROCEDURE

The following testing and grading procedures are incorporated into the 600-hour instructor course:

- ① Students must receive a grade of 70% or higher on each theory exam. Theory exams cover a review of *Milady's Master Educator Student Course Book*.
- ② Students must receive 70% or higher on each final exam; final exams cover a complete overview of *Milady's Master Educator Student Course Book*.

MEASURABLE PERFORMANCE OBJECTIVES

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

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

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

- ① Protect clients' clothing by appropriately draping them.
- ② Ask clients to remove any jewelry, hair accessories, glasses, etc.
- ③ Keep any and all chemicals away from the eyes. In case of eye contact with chemicals, thoroughly rinse eyes with cold water.
- ④ Wear gloves when dealing with chemicals.
- ⑤ Remember that anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.

INDUSTRY REQUIREMENTS

Students interested in pursuing a career in cosmetology should:

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

STUDENT SERVICES

- ① **Housing:** Paul Mitchell The School Richland keeps a file of information about housing in the surrounding areas.
- ② **Advising:** Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. Paul Mitchell The School Richland also gives advice and information to students on these subjects:
 - a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
 - b. Employment opportunities.
 - c. Opportunities for continuing education following graduation.

GRADUATION REQUIREMENTS IN COURSES

- ① Receive the required number of clock hours of training.
- ② Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- ③ For a student to meet state requirements, all practical worksheets must be completed 100%.
- ④ Satisfactorily pass final written and practical exams.
- ⑤ Complete the required theory hours.
- ⑥ Pay all tuition cost or make satisfactory arrangements for payment of all debts owed to the school.
- ⑦ Upon graduation the student will receive a graduation certificate.

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

Paul Mitchell The School Richland 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 Richland can retain the student 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

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

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

STUDENT KIT - Cosmetology 1600 and 1800 Programs

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:

BRUSHES	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Large Round Boar Brush 1 Large Ion Brush 1 Extra-Large Ion Brush 1 Medium Round Boar Brush 1 Medium Ion Brush 1 Paul Mitchell 407 Styling Brush 1 Paul Mitchell 413 Sculpting Brush 1 Paul Mitchell 427 Paddle Brush 2 Paul Mitchell Color Tint Brushes 1 Small Round Boar Brush 1 Scalp Brush	4 Skinny Clips 10 Paul Mitchell Black Clips 1 Chemical Cape 1 Cutting Cape 1 Paul Mitchell Aluminum Spray Bottle 1 Black Handheld Mirror 1 Cutting Apron 1 Paul Mitchell Black Carry Bag 10 Black and White Butterfly Clips 1 Metal Paul Mitchell Case with Logo 1 Nail Kit (Idaho Cosmtology 2000 hour student only)	1 Cutting System DVD 1 Cutting Book 1 Men's Cutting System DVD 1 Color System DVD 1 The Coloring Book 1 The Skill Cards 1 Paul Mitchell Product Guide Workbook 1 Connecting to My Future Book 1 Be Nice (Or Else!) Book 1 Multiple Intelligence (MI) Letter 1 Service Experience Menu 1 Plugged In Apron and membership (while enrolled) 1 Master Audio Club subscription (while enrolled) 1 The Color Paper Swatch Chart 1 PM Shines Paper Swatch Chart 1 Blonding Brochure 1 Shines XG Paper Swatch Chart 1 Black messenger bag
COMBS	TOOLS	
1 Paul Mitchell 424 Teal Comb 1 Paul Mitchell 416 Red Comb 1 Metal Pick Teasing Comb 1 Metal Rat Tail Comb 1 Paul Mitchell Detangler Comb 1 Rat Tail Comb 6 Standard Cutting Combs 1 Taper Comb 1 Paul Mitchell 408 Black Comb 1 Paul Mitchell 408 White Comb	1 Classic Razor 1 Paul Mitchell Tripod 1 Paul Mitchell 1.25 Smoothing Iron 1 Paul Mitchell 6" Scissor/Thinner with Case 4 Mannequin Heads 1 Paul Mitchell Clipper/Thinner 1 Paul Mitchell Turbo Light Blow Dryer 1 5.5" Mannequin Scissors 1 Paul Mitchell 3/4 M 1000 Curling Iron	

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

TEXTBOOKS	
1 <i>Milady's Standard Cosmetology 2012 Textbook</i> ISBN-13: 9781439059302 (Hardcover), \$114.95 1 <i>Milady's Standard Cosmetology 2012, Theory Workbook</i> ISBN-13: 9781439059234, \$49.95	1 <i>Milady's Standard Cosmetology 2012, Exam Review</i> ISBN-13: 9781439059210, \$35.95

STUDENT KIT – Barbering

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 barbering kit:

BRUSHES 2 Paul Mitchell Color Tint Brush 1 Paul Mitchell 427 Paddle Brush 1 Paul Mitchell 407 Styling Brush 1 Paul Mitchell 413 Sculpting Brush 1 Paul Mitchell Express Ion Medium Round Brush 1 Paul Mitchell Express Ion Large Round Brush 1 Paul Mitchell Express Ion XL Round Brush 1 Scalp Brush 1 Barber Bamboo Hand Brush 1 Barber Neck Brush COMBS 1 Taper Comb 1 Metal Tail Comb 1 Metal Pick Teasing Comb 6 Standard Cutting Combs 1 Rat Tail Comb 1 408 Comb 1 416 Comb 1 424 Comb 1 Paul Mitchell Detangler Comb 1 Barber 318 Clipper Comb	ACCESSORIES 12 Black and White Butterfly Clips 10 Skinny Clips 1 Aluminum Spray Bottle 1 Black Messenger Bag TOOLS 1 Kit Carrying Case 1 Mannequin Head - Male with no Beard 1 Mannequin Head - Male with Beard 1 Paul Mitchell Express Ionic Turbolight Blow Dryer 1 Paul Mitchell Express 1.25 Smoothing Iorn 1 Oster Model 10 Clipper 1 Andis T-Outliner Trimmer 1 Andis Improved Master Clipper 1 Paul Mitchell Black Hand Mirror 1 Complete Sissor Kit 1 Paul Mitchell 3/4 M 1000 Curling Iron 1 Barber Straight Edge Razor 1 Tripod and cover 1 Tolley CAPES 1 Shampoo Chemical Cape 1 Cloth Cutting Cape 1 Cutting Apron	STUDENT EDUCATION MATERIALS 1 Cutting System DVD Box Set or App. 1 Cutting Book 1 Men's Cutting System DVD 1 The Skill Cards 1 Paul Mitchell Product Guide Workbook 1 Connecting to My Future Book 1 Be Nice (Or Else!) Book 1 Multiple Intelligence (MI) Letter 1 Service Experience Menu 1 Plugged In Apron and membership (while enrolled) 1 Master Audio Club subscription (while enrolled) 1 Black messenger bag
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Textbooks listed below are included in the Paul Mitchell Kit at a discounted price to the student.

TEXTBOOKS 1 Milady's Standard Professional Barbering Student Textbook, (Hardcover); ISBN-13: 9781435497153, \$129.95	1 Milady's Standard Professional Barbering Student Workbook, ISBN-13: 9781435497139, \$61.95 1 Milady's Standard Professional Barbering online Exam Review, ISBN-13: 9781435497023, \$33.95 1 Apple Ipad, N/A \$249.00
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STUDENT KIT – Esthetics and Esthetics Plus

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

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

PRODUCTS	ACCESSORIES	STUDENT EDUCATION MATERIALS
1 Daily Micro Foliant 2.6 oz 1 Ultra Calm Cleanser 16.9 oz 1 Active Moist 6.0 oz 1 Colloidal Masque Base 6.0 oz 1 Massage Cream 6 oz 1 Calming Botanical Mixer 4 oz 1 Solar Defense Booster 1.7 oz 1 Multi Active Toner 16.0 oz 1 MultiVitamin Power Recovery Masque 2.5 oz 1 Special Cleansing Gel 16.9 oz 1 PreCleanse 5.1 oz 1 Concealing Spot Treatment .33 oz 1 Scaling Fluid 8.0 oz 1 Post Extraction solution 8.0 oz 30 MultiVitamin Power Exfoliant Tubes 1 Exfoliant Accelerator 35 6 oz 1 Dermalogica Fan Masque Brush 1 OPTI-Firm Eye Treatment 1 4 Layer Facial Single Application	1 Facial Sponges (2pk.) 25 Face Mapping Sheets 1 Paul Mitchell T-shirt 1 Paul Mitchell Apron 1 Welcome Pack 4 Layer Facial Single Application DVD	1 <i>Be Nice (Or Else!)</i> Book 1 <i>Connecting to My Future</i> Book 1 Plugged In Apron and membership (while enrolled) 1 Master Audio Club subscription (while enrolled) 1 The Book 1 Professional Exfoliant Brochure 1 Repechage Treatment and Product Directory

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

TEXTBOOKS	
1 <i>Milady's Standard Esthetics Fundamentals, 11th Edition</i> Textbook, ISBN-13: 9781111306892 (Hardcover), \$141.95 1 <i>Milady's Standard Esthetics Fundamentals Student Workbook</i> , ISBN-13: 9781111306915, \$78.95	1 <i>Milady's Standard Esthetics Fundamentals Exam Review</i> , ISBN-13: 9781111306922, \$51.95

STUDENT KIT – Nail Technology

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 Nail kit:

STUDENT EDUCATION MATERIALS
1 <i>Connecting to My Future</i> Book
1 <i>Be Nice (Or Else!)</i> Book
1 Multiple Intelligence Letter
1 Success for the Modern Salon CD
1 Service Menu Experience
1 Plugged In thumb drive, Plugged In membership, and MASTERS Audio Club subscription throughout enrollment (minimum 1 year)
1 Nouveau Nail Academy Kit <i>* for specific content of nouveau nail kit please see the Admissions Leader or Financial Aid Leader.</i>

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

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

STUDENT KIT - Instructor Program

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

1 <i>Milady's Master Educator Student Course Book, 2nd Edition</i> ISBN-13: 9781133693697, \$161.50
1 <i>Milady's Master Educator Exam Review, 2nd Edition</i> ISBN-13: 9781133776598, \$48.50

WASHINGTON STATE NEED GRANT (SNG)

2014-2015 Packaging Policy for WA State Aid

All students enrolled at Paul Mitchell The School Richland may apply for a WA State Aid if eligible. To be eligible for a State Need Grant, a student at Lucas Marc Academy must:

- Submit an approved FAFSA Have a family income of equal to or less than 70 percent of the state median.
 - Be a Washington state resident.
 - Enroll in an eligible program.
 - Not have exceeded five years of SNG term usage or exceeded 125% of program length.
 - Not owe a repayment to another student aid program.*
- ① A student that enrolls at Paul Mitchell The School Richland fills out a WA State Need Grant questionnaire with the information needed for the Financial Aid Office to determine whether they demonstrate Financial Need.
 - ② Students sign a WA State Need Grant “Conditions of Award” form, certifying that they meet the eligibility requirements.
 - ③ Students sign a Directive for Disbursement indicating whether they wish the disbursements to go to them or to the school for tuition.
 - ④ Once the student’s award has been calculated a WA State Need Grant Award Letter is generated for the student to sign.
 - ⑤ The WA State Need Grant award is then used as part of the need based aid to determine the student’s eligibility for Federal Direct Student Loans.
 - ⑥ Paul Mitchell The School Richland ensures that award packages that include State Need Grant funding are subject to the program’s 25% self-help rule, where 25% of the student’s total cost of attendance must be covered with self-help aid, such as work-study, loans, EFC, or scholarships. CBS funding is considered self-help for the purposes of meeting the 25% self-help requirement within SNG.
 - ⑦ Students that are eligible for College Bound Scholarships will take priority for State Need Grant funds. CBS eligible students who apply by the institutional priority deadline of December 31, 2014 will be prioritized for the maximum SNG award they are eligible for up to 65% MFI within available SNG resources. CBS eligible students who apply after the priority deadline will be prioritized for the maximum SNG award they are eligible for up to 65% MFI within remaining SNG resources. CBS student prioritization within SNG for maximum SNG awards will not be impacted or reduced by institutional gift equity policies or by institutional SNG based prioritization policies, such as prioritizing by MFI level.
 - ⑧ The Financial Aid Administrator may limit the amount of SNG awarded if receipt of the grant in combination with other gift aid exceeds the COA budget used for packaging all other students.

For College Bound Scholarship the application deadline is June 30 at the end of the student's 8th grade year. Students only need to sign up once. To be eligible for a College Bound Scholarship, a student must have already met one of the requirements below:

- Must have been eligible for the federal free- or reduced-price lunch program or receive basic food/TANF benefits.
- Been a student who was in foster care or a dependent of the state.
- The 2013 family income from all sources (taxable and nontaxable) was less than or equal to the amounts in the academic year income eligibility chart.

Their income eligibility to receive the scholarship will be based on the Free Application for Federal Student Aid (FAFSA) they are required to file before entering college.

The State of Washington offers supplemental grants each year to help cover the cost of attendance beyond Institutional Charges. Eligibility is determined primarily by Washington State residency, family size and income level as well as maintaining satisfactory Academic Progress. Other qualifications include; maximum number of semesters of State Need Grants usage, not owing repayment of other State Need Grant monies and being enrolled in an eligible program of study. Payments from the Washington State Need Grant Program are generally made in three equal payments per academic year, determined by clock hour progress, measured against the standard 900 clock hour academic year, as well as a ten (10) week period between disbursements (based on availability of funds for the award year).

If you receive this grant there are five special conditions, listed below, with which you must comply. If you have questions or find that you cannot comply with these conditions please see the financial aid administrator.

- ① You do not owe a refund or repayment on a State Need Grant, a Pell Grant, or a Supplemental Education Opportunity Grant, nor are you in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan programs. In addition, you are not in default on a loan made through a state conditional loan or conditional scholarship program.
- ② This grant is awarded to assist in meeting your educational expenses; and should you withdraw from classes, repayment of all or a part of the grant may be required.
- ③ You can choose to voluntarily make financial contributions to the Higher Education Coordinating Board in recognition of this STATE NEED GRANT. All voluntary contributions will be used to provide financial assistance to other students.
- ④ The offer of a STATE NEED GRANT is subject to and conditioned upon the availability of funds. The Higher Education Coordinating Board and the institution through which the grant is awarded, reserve the right to withdraw, reduce, or modify the grant due to funding limitations or due to changes in circumstances which affect your eligibility for the STATE NEED GRANT.
- ⑤ You are not pursuing a degree in theology.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

- ① Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid for federal student financial aid program funds.
- ② For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- ③ If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.
- ④ The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.
- ⑤ The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40% was earned, 60% was unearned).
- ⑥ The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
- ⑦ If a student unofficially withdraws and has received federal loans, the loans will go into repayment.
- ⑧ School scheduled breaks of five (5) or more consecutive days are excluded from the return to title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. This provides for more equitable treatment of students who officially or unofficially withdraw near either end of the schedule break..

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

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

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

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

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

Student's Name: Social Security #:

Date of school's determination that student withdrew:

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

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

STEP 1: Students Title IV Aid Information

Title IV Grant Programs:

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

Amount Disbursed	Amount that Could Have Been Disbursed
2,775.00	
A. 2,775.00 (sub-total)	C. 0.00 (sub-total)

E. Total Title IV Aid Disbursed for the Period

A.
+ B.
= E.

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

A.
+ C.
= F.

Title IV Loan Programs:

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

Net Amount Disbursed	Net Amount that Could Have Been Disbursed
2,985.00	
1,742.00	
2,000.00	
B. 6,727.00 (sub-total)	D. 0.00 (sub-total)

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

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

STEP 2: Percentage of Title IV Aid Earned

Last Day Attended:

H. Determine the percentage of the period completed:

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

/ =
Hours scheduled to complete Total hour in period

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

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

H.

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

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

x =
Box H Box G Box I

STEP 4: Title IV Aid to be Disbursed or Returned

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

J. Post-withdrawal disbursement

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

- =
Box I Box E Box J

K. Title IV aid to be returned

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

- =
Box E Box I Box K

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

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

M. Percentage of unearned Title IV aid

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

N. Amount of unearned charges

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

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

O. Amount of school to return

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

O. 0.00

STEP 6: Return of Funds by the School

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

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

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

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

0.00	-	0.00	=	0.00
Box K		Box O		Box Q

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

STEP 8: Repayment of the Student's loans

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

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

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

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

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

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

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

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

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

T. Amount of Title IV grant protection

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

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

U. Title IV grant

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

0.00	-	0.00	=	0.00
Box S		Box T		Box U

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

If not, go to step 10.

STEP 10: Return of Grants Funds by the Student

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

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

Title IV Grant Programs:

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

Amount to Return

0.00

INSTITUTIONAL REFUND/DROP POLICY

- ❶ Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a 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, within three (3) days of signing the enrollment contract. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
 - c. A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a non-refundable 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, or the date said information is delivered to the school administrator/owner in person.
 - g. Monies paid for student kit is nonrefundable unless the student cancels within 3 (three) business days of signing the enrollment contract or the student cancels prior to entering class.
- ❷ Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- ❸ When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- ❹ All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.
- ❺ If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ❻ If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- ❼ For students who terminate prior to completion, an administration fee in the amount of \$100.00 will be assessed.
- ❽ A student's account may be sent to collections for nonpayment.
- ❾ If the school closes permanently and no longer offers instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.

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

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to the School
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

WASHINGTON STATE NEED GRANT REFUND POLICY

State Grant recipients who withdraw or are terminated from Paul Mitchell The School Richland or otherwise complete zero hours in any given term must repay state grants on a prorated basis. All monies disbursed to the student shall be included in the repayment calculation. If a student's last date of attendance is prior to or on 50% of the payment term, the state repayment will be based on the percent of the scheduled hours remaining in the payment period. If the last date of attendance occurs after 50% of the payment term the state grant award is considered 100% earned and no state grant repayment is due.

Repayment Formula when LDA is prior to or on 50% of the term:

The percent of state grant earned is calculated by dividing days in attendance by calendar days in the term. Scheduled breaks of 5 or more days will be excluded from the calculation. 100% of the state grant minus the earned portion equals the unearned portion. The unearned portion is then multiplied by the grant amount and then this amount is multiplied by 50% to determine the state grant repayment due.

NOTE: Paul Mitchell The School Richland will calculate award amounts however no request for payments of State Grant funds will occur until after a student actually starts school and has clocked hours in the school's time clock.

STUDENT FINANCIAL AID RELEASE

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

POLICY FOR VERIFICATION OF TITLE IV FUNDING

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

ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION

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

MAKEUP WORK

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 progress toward graduation. The Satisfactory Academic Progress policy is provided to all students prior to enrollment. The policy is consistently applied to all applicable students. *Evaluations are maintained in the student file.* The school will develop an academic plan to address the specific needs of those students who fail to meet the academic requirements at specific SAP evaluation points.

QUANTITATIVE AND QUALITATIVE FACTORS

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

- ① A minimum cumulative Theory grade level of 70% or higher.
- ② A minimum cumulative academic level of 70% or higher on practical worksheet completion.*
- ③ To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 70% or higher.
- ④ 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 70% 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.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Cosmetology 1600 and 1800 hours schedule: Full-time day students attend five (5) days (Tuesday-Friday; 8:30am to 2:30pm and Saturday 9:00am to 4:00pm), 30 hours per week. Full-time night school students attend five (5) days (Monday through Friday; 2:30pm to 8:30pm), 30 hours per week. Information regarding other course schedules is available upon inquiry.

Barbering schedule: Full-time day students attend five (5) days (Tuesday-Friday; 8:30am to 2:30pm and Saturday 9:00am to 4:00pm), 30 hours per week. Full-time night school students attend five (5) days (Monday through Friday; 2:30pm to 8:30pm), 30 hours per week. Information regarding other course schedules is available upon inquiry.

Esthetics schedule: Full-time night school students attend five (5) days (Monday through Friday; 2:30pm to 8:30pm), 30 hours per week. Information regarding other course schedules is available upon inquiry.

Manicuring schedule: Full-time night school students attend five (5) days (Monday through Friday; 2:30pm to 8:30pm), 30 hours per week. Information regarding other course schedules is available upon inquiry.

Instructor schedule: Full-time day students attend five (5) days (Tuesday-Friday; 8:30am to 2:30pm and Saturday 9:00am to 4:00pm), 30 hours per week. Full-time night school students attend five (5) days (Monday through Friday; 2:30pm to 8:30pm), 30 hours per week. Information regarding other course schedules is available upon inquiry.

The state of Washington 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 53.33 weeks for a full-time day and night students.

The state of Washington requires 1800 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 60 weeks for a full-time day and night students.

The state of Washington requires 1100 hours for the barbering 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 36.67 weeks for a full-time day and night students.

The state of Washington requires 750 hours for the esthetics 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 25 weeks for full-time night students.

The state of Washington requires 840 hours for the esthetics plus 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 28 weeks for full-time day and night students.

The state of Washington requires 600 hours for the manicuring 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 20 weeks for full-time day and night students.

The state of Washington requires 600 hours for the instructor training 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 20 weeks for full-time day and night students.

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
Cosmetology 1600 hours – Full Time (Day and Night)	53.33 Weeks	66.67 Weeks
Cosmetology 1800 hours – Full Time (Day and Night)	60 Weeks	75 Weeks
Barbering 1100 hours – Full Time (Day and Night)	36.67 Weeks	45.84 Weeks
Esthetics 750 hours – Full Time (Night)	25 Weeks	31.25 Weeks
Esthetics Plus 840 hours – Full Time (Night)	28 Weeks	35 Weeks
Manicuring – Full Time (Day and Night)	20 Weeks	25 Weeks
Instructor – Full Time (Day and Night)	20 Weeks	25 Weeks

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

The school does not have a leave of absence policy. 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. Course incompletes, repetitions, and noncredit remedial courses have no effect upon the school's satisfactory progress standards.

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when 1600-hour cosmetology students reach 450, 900, and 1250 *actual hours*; 1800-hour cosmetology students reach 450, 900, and 1350 *actual hours*; 1100-hour barbering students reach 450 and 900 *actual hours*; 750-hours esthetics students reach 375 *actual hours*; 840-hour esthetics plus students reach 420 *actual hours*; 600-hour manicuring students reach 300 *actual hours*, and 600-hour instructor training students reach 300 *actual hours*. At least one evaluation will occur prior to or at the midpoint of the academic year.

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

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

The following grading scale is used for theory progress:

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

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

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. 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.

REINSTATEMENT OF FINANCIAL AID *for those who qualify*

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

PROBATION AND REESTABLISHMENT OF SATISFACTORY PROGRESS

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

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

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

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

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

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

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

APPEAL PROCEDURE

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

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

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

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

SATISFACTORY PROGRESS POLICY FOR WASHINGTON STATE NEED GRANTS SCHOLARSHIPS

Satisfactory Progress Policy for WA State Need Grant and College Bound Scholarship

Student progress will be monitored prior to each subsequent disbursement (approx. every 300 clock hours) for those students applying and qualifying for SNG/CBS funds. These students will be required to maintain a cumulative 70% GPA and a cumulative attendance percentage of 80% while receiving SNG/CBS funds. In order to maintain eligibility for SNG/CBS qualified students must complete their program of study within 125% of the published length of the program.

WASHINGTON STATE NEED GRANTS SCHOLARSHIPS PROBATION POLICY

Students not maintaining a cumulative 70% GPA and 80% cumulative attendance at any single point of evaluation (i.e. prior to all subsequent disbursements) will be placed on probation for the next 300 hours (i.e. from 301 to 600 hours). During this initial probationary period the student can continue to receive funds. In the event the student does not bring themselves back into compliance with the above GPA and attendance percentages by the end of this 300 hour probationary period the student will then be suspended from receiving any further SNG/CBS funds for the next 300 hour payment period (i.e. from 601 to 900 hours) or until they bring themselves back into compliance with the attendance and GPA policies on any given day within that period, at which time, their funds may be reinstated for the payment period they are currently in (i.e. 601 to 900 hours). If at any point it is determined that the student cannot complete the program within 125% of the published length of the program, the student will be considered ineligible for further SNG/CBS funds. No additional disbursement of SNG/CBS funds will be made until 100% of the hours from the current disbursement's payment period has been completed and earned. This policy has no bearing on Satisfactory Progress monitoring for Title IV funds that additionally would be done at the appropriate points of evaluation.

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

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

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

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

General Release of Information

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

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

FERPA Disclosures to Parents

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

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

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

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

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

Release of Information to Regulatory Agencies

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

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

Paul Mitchell The School Richland 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 Richland 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. *VA students records will be maintained for a minimum of fifty (50) years.*

Amendment to Student Records

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

PERFORMANCE STATISTICS/JOB OUTLOOK

Paul Mitchell The School Richland's performance statistics for the calendar year 2013 rates:

Graduation	Placement	Licensure
75%	81%	91%

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

PROGRAM INTEGRITY

Paul Mitchell The School Richland is accredited by NACCAS and uses its calculation for student placement based on each program offered. For the most recent annual reporting period, the school shows the following data for the cosmetology (1600 and 1800 hour) program:

Placement rate	On-time graduation rate	Median Loan Debt
66%	53%	2013–2014 Title IV: \$6876.00. Private: \$0. Institutional: \$0.

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

Placement rate	On-time graduation rate	Median Loan Debt
100%	100%	2013–2014 Title IV: \$0. Private: \$0. Institutional: \$0.

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

Placement rate	On-time graduation rate	Median Loan Debt
76%	90%	2013–2014 Title IV: \$2333.00. Private: \$0. Institutional: \$0.

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

Placement rate	On-time graduation rate	Median Loan Debt
N/A	N/A	2013–2014 Title IV: \$0. Private: \$0. Institutional: \$0.

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

Placement rate	On-time graduation rate	Median Loan Debt
N/A	N/A	2013–2014 Title IV: \$0. Private: \$0. Institutional: \$0.

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: richland.paulmitchell.edu/programs.

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

All students must commit to and follow the Student Professional Development Guidelines during their enrollment at Paul Mitchell The School Richland. 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. The school records attendance base on WAC 308-20-040 rule: hours attended shall not be recorded in less than one-quarter hour increments. Attendance is calculated using a computerized time clock. To ensure proper credit for clock hours, full-time students are required to clock in/out 2 times a day: when they arrive at school and when they leave at the end of the day.
- ❷ The school is open from 8:30 AM to 8:30 PM Monday through Friday and 9:00 AM to 4:00 PM on Saturday.
- ❸ All courses require continuous attendance.
- ❹ The prescribed attendance schedule must be maintained each week. Alternate schedules are available to those students who qualify.
- ❺ Night students may not miss Friday; day students may not miss Saturdays.
- ❻ 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.

- 7 During the enrollment contract period, Applicant must maintain a 90% attendance average each month in order to complete the program within the Scheduled program length. The Applicant is allowed to miss 10% of his or her scheduled hours before having to pay extra instructional charges. The Applicant may use the allowed 10% of his/her scheduled hours for vacation, doctor appointments, illness, etc. If the Applicant must attend additional Program hours beyond his/her maximum Scheduled Program length due to attendance problems or to complete academic graduation requirements, the 1600-hour cosmetology student will be charged an additional \$10.31; 1800-hour cosmetology student will be charged an additional \$9.38; barbering student will be charged an additional \$6.82; esthetics will be charged an additional \$11.52, and esthetics plus student will be charged an additional \$11.50; manicuring student will be charged an additional \$8.50 and instructor training student will be charged an additional \$4.96 for each hour scheduled to complete after the Scheduled Program length is reached.

Scheduled Program Length is defined as:

<i>Cosmetology:</i> Hours in program = 1600 or 1800 hours 10% absent hours = 160 or 180 hours Scheduled Program Length = 1760 or 1980 hours	<i>Barbering:</i> Hours in program = 1100 hours 10% absent hours = 100 hours Scheduled Program Length = 1200 hours
<i>Esthetics and Esthetics Plus:</i> Hours in program = 750 or 840 hours 10% absent hours = 75 or 84 hours Scheduled Program Length = 825 or 924 hours	<i>Manicuring:</i> Hours in program = 600 hours 10% absent hours = 60 hours Scheduled Program Length = 660 hours
<i>Instructor Training:</i> Hours in program = 600 hours 10% absent hours = 60 hours Scheduled Program Length = 660 hours	

Please note that if a student misses more than 14 consecutive calendar days, the student may be terminated from the program.

- 8 Students who are late or cannot attend school must contact the school and talk to the school service desk immediately. Day students must call in by 8:30 AM; night students must call in by 1:30 PM.
- 9 Students must request time off from school from the Education Leader.
- 10 Day Students are required to be in attendance a minimum of six (6) hours per day; Tuesday through Saturday; 30 hours per week; Night Students are required to be in attendance a minimum of six (6) hours per day; Monday through Friday; 30 hours per week. 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.

- ⑪ 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.

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

Student Schedule		Breaks	Lunch
7 hr/day		10 min. in the morning & 10 min in the afternoon	1 hour
6 hr/day		10 min. in the morning & 10 min in afternoon	30 min.

- ⑫ Documentation of time: Students may not leave the school premises during regular hours without an instructor's permission.
- 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.
 - Students who leave school premises for less than 10 minutes must sign the sign-out sheet.
- ⑬ Students may not clock in or out for another student.
- ⑭ Students must keep a record of all services each day on the "service tracking sheet," which must be completed daily and turned in every month.

FRIDAY/SATURDAY ATTENDANCE POLICY

Paul Mitchell The School Richland strives to develop professionalism in our students/graduates and to prepare them for the expectations of the salons, spas, barber shops, and other professional places of business that will hire our graduates. The first crucial step in professionalism is consistent attendance. As a professional in the beauty industry, Fridays and Saturdays will be your busiest days and your employers will expect to be able to count on your consistent attendance on those days especially; Paul Mitchell The School Richland has the same expectation. Therefore, students scheduled to attend Monday through Friday will NOT be excused on Fridays and will be expected to consistently attend as scheduled. In keeping, students scheduled to attend Tuesday through Saturday will NOT be excused on Saturdays and will be expected to consistently attend as scheduled. The criteria of this policy is as follows:

- ❶ Students who miss the last day of the week (Friday or Saturday of your scheduled shift) will be considered ***unexcused***.
- ❷ Cosmetology students can miss 5 Fridays or Saturdays (whichever is the last day of your shift). If a cosmetology student misses another Friday or Saturday, a charge of \$50.00 Unexcused Absence Fee will be added to the student's ledger.
- ❸ Barber students can miss 3 Fridays or Saturdays (whichever is the last day of your shift). If a barber student misses another Friday or Saturday, a charge of \$50.00 Unexcused Absence Fee will be added to the student's ledger.
- ❹ Esthetics, Manicure, and Instructor students can miss 2 Fridays or Saturdays (whichever is the last day of your shift). If an esthetics, manicure, or instructor student misses another Friday or Saturday, a charge of \$50.00 Unexcused Absence Fee will be added to the student's ledger.
- ❺ Monday through Friday students must arrive at school by 3:00pm on Fridays or they will be considered absent. Tuesday through Saturday students must arrive at school by 9:30am on Saturdays or they will be considered absent. Students must attend to their scheduled completion time or they will be considered absent.
- ❻ The only exception to the Unexcused Absence policy for Friday or Saturday is if the student has a medical excuse for themselves or their child only. A medical excuse is a note from a physician's office (Dr. signature), documentation from an emergency room, urgent care facility, etc. School administration reserves the right to accept/reject or verify documentation presented.
- ❼ As a reminder, students must pay all financial obligations in full to graduate and receive their certification of hours.

Professional Image

A professional image is a requirement for successful participation in school. Students must maintain the following professional dress code:

- ❶ Core and Phase One students must wear all black.
- ❷ Phase Two and instructor students must wear black or white in any combination.
- ❸ A minimal print in clothing is acceptable only if it is a black and white print.
- ❹ Clothing must be professional, clean, and free of stains and tears.
- ❺ Shoes are to be black, professional, and comfortable for all students.
- ❻ Hair must be clean and styled prior to arriving at school. Ponytails are not accepted.
- ❼ Cosmetics must be applied prior to arriving at school, using trend-appropriate makeup techniques.
- ❽ The following is a list of unacceptable dress:
 - a. Tennis shoes, gym shoes, foot thongs, Crocs, or beach sandals
 - b. Jeans or clothing made of jeans material
 - c. Tank or sleeveless tops
 - d. Sweatpants and sweatshirts
 - 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. Hats, visors, bandanas, caps, or beanies
 - h. Shorts, spandex or biking shorts
 - i. Hooded sweatshirts, jackets, or tops
- ❾ Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire.

Sanitation and Personal Services

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

- ❶ Visitors are allowed in the reception area only. Visitors are not allowed in the classrooms, student lounge, or clinic floor area.
- ❷ 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.
- ❸ Cell phones are not permitted in the school.
- ❹ Students may not visit with another student who is servicing a client.
- ❺ Students may not gather around the reception desk, reception area, or offices.
- ❻ Food, drinks, and water bottles are allowed only in the lunchroom.
- ❼ Paul Mitchell The School Richland is a smoke-free campus.
- ❽ Stealing or taking school or another's personal property is unacceptable.

Learning Participation Guidelines

- ① Peer teaching and tutoring are encouraged. Taking credit for another's work or cheating during exams is unacceptable.
- ② Students will be expected to maintain an average of 70% on all theory tests and assignments.
- ③ Students must take all appointments assigned to them. This includes last-minute walk-ins.
- ④ Students may not be released from required theory class to take a client.
- ⑤ Only desk personnel may schedule or change client service appointments.
- ⑥ All services must be checked and the service ticket initialed by an instructor.
- ⑦ Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours.
- ⑧ Students will receive clock hours during the times they fully participate in their learning experience.
- ⑨ When students are not scheduled with service appointments or are not scheduled to attend theory or an elective class, they may focus on the following:
 - a. Completion of monthly worksheets
 - b. Completion of theory review worksheets
 - c. Performing a service on another student
 - d. Listening to or reading school resource center materials, including educational videos, audiotapes, and books
- ⑩ Students must comply with school personnel and instructor's assignments and requests as required by the curriculum and student guidelines and rules.
- ⑪ Students may not perform hair, skin, or nail services outside of school unless authorized to do so by school administration. Conducting unauthorized hair, skin, or nail services outside of school will be reported to the state board and may result in your inability to receive a professional license.
- ⑫ Students are responsible for their own equipment and may use a station drawer only while working at that station. All equipment, tools, and personal items must be secured in their assigned locker. Paul Mitchell The School Richland is not responsible for any lost or stolen articles.
- ⑬ Parking is allowed in assigned parking areas only or cars may be towed at the owner's expense.
- ⑭ All worksheets are due the end of each month by 2:30 PM for day students and 8:30 PM for night students.
- ⑮ If a student fails to complete a worksheet 100%, the student will be placed on the Back on Track list and will remain on the list until the following month, as long he/she completes the worksheet.

COACHING AND CORRECTIVE ACTION

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

The following actions may be inspected for noncompliance:

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

Corrective Action Steps

Once a student has received five (5) coaching sessions, the student may be suspended from school for five (5) days. 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**

❶ **Accommodation Procedures for Students with Disabilities**

Non-Discrimination Policy — It is the policy of Paul Mitchell The School 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 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. This applies to all students and applicants for admission to The School. Paul Mitchell The School 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 to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at Paul Mitchell The School Richland Campus is: Amanda Noga; 71 Gage Boulevard, Richland, WA 99352 (509) 591-4979; amandan@richland.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 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 Emily Saldana; Director; 71 Gage Boulevard, Richland, WA 99352 (509) 591-4979; emilys@richland.paulmitchell.edu. The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation.

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

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

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

Training and Mediation Responsibilities of the ADA Compliance Coordinator

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

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

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

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

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

Paul Mitchell The School 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 Emily Saldana; Director; 71 Gage Boulevard, Richland, WA 99352

(509) 591-4979; emilys@richland.paulmitchell.edu.

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

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

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

Appeals by Students — If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to The School Owner. The appeal must be written and sent to Emily Saldana; Director; 71 Gage Boulevard, Richland, WA 99352 (509) 591-4979; emilys@richland.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:

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

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

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

All financial aid is awarded to students that qualify meeting the following criteria:

- ❶ Citizen or permanent noncitizen alien recipient codes that are eligible are 1- 151, 1-55 1, and 1-94.
- ❷ Criteria making a student Ineligible codes include F-1, F-2, J-1, and J-2, students that are in Federal Loan default, grant over payment, or male students that meet the Selective Service registration criteria, but are not registered.

SEXUAL HARASSMENT POLICY

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

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

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

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

Sexual harassment may include but is not limited to:

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

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

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

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

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

HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY

Paul Mitchell The School Richland 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

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

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

REGULATORY AND ACCREDITATION AGENCIES

The following institutions license and regulate our institution:

**State of Washington
Cosmetology Program
Department of Licensing**

P.O. Box 9034
Olympia, WA 98507
Phone: (360) 664-6626
Fax: (360) 705-6699

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

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

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

Paul Mitchell The School Richland has current eligibility Program Participation Agreements with:

- The U.S. Department of Education
- The Higher Education Coordinating Board of Washington
- Employment Security of Washington
- Labor and Industries re-training of Washington
- Trade-Act of the Tri-Cities
- Department of Vocational Rehabilitation (DVR) of Washington
- Tri – Tech Skills Center (Cooperative training contract)
- The Department of Veteran Affairs

Selected programs of study at Paul Mitchell The School Richland are approved by the Workforce Training & Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, U.S. Code".

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 grievance in written form. The grievance must be submitted within five (5) calendar days of the date the grievance occurred. The grievance may include any supporting documentation.

The grievance will then be referred to the School's Management Team which consists of the School Director, the Education Leader, the Admissions Leader, the Operations Leader, and the Financial Aid Leader. The School's Management Team will receive and attempt to resolve each grievance within fifteen (15) calendar days of receiving the written grievance. If additional information is required, a letter requesting the additional information will be sent to the student. If no further information is needed, the School's Management Team will determine a resolution and notify the student in writing within three (3) calendar days of the steps taken to correct the grievance or an explanation as to why no action was required.

Paul Mitchell The School will maintain records of the grievance and response in accordance with the published record retention policy.

Upon request, the school will provide its annual Campus Security Safety Policy and Fire Safety Report or a prospective student or prospective employee can visit the schools website at:

richland.paulmitchell.edu/programs/useful links.

SCHOOL ADMINISTRATION APRIL 2015

Owners – Katestar LLC

Director – Emily Saldana

Admissions Leader – Amanda Noga

Financial Aid Leader – Roberta Brewer

Learning Leaders – Kristy Freeman, Shannon French, Carly Benevidas, Martina Gomez, Diane Kendall, Kayla Larsen, Michele McCleary, Amanda Noga, Thomas Cossalter, and Sarah Ramirez